



JOB DESCRIPTION

Job Title Administrative Assistant

Reports To: Chief Executive Officer, MI-RAMP

Purpose

The primary duty of the **Administrative Assistant** is to provide clerical support to the CEO and to the five (5) Executive Board members. They should assist all Board members when requested, but within reason. The **Administrative Assistant** is responsible for prioritizing, preparing & maintaining confidential organizational correspondence and communications.

Project a professional image through in-person and all written and oral communications.

Responsibilities:

- Effective communication with all members of the MI-RAMP Board of Directors and other associates
- Create and modify existing internal and external MI-RAMP documents, to include: Grant proposals, donor correspondence, marketing materials, and all official organizational communication
- Create and maintain accurate records for CEO and other Officers
- Coordinate and disseminate meeting, call, and video conference information utilizing the appropriate platform
- Maintain schedules and communications including notices, newsletters, etc.
- Perform duties in a timely manner and ensure that all deadlines are met promptly

**The above is intended to describe the general content of the requirements for the performance of this job.*

Professional Experience and Education:

- Diploma or GED required; 4-year college degree preferred Two (2) + years of clerical experience
- Advance or expert level skills in Microsoft Office required
- Knowledge of online resource (Google Chrome/ Zoom)

Compensation/agreements:

- Administrative Assistant will be an independent contractor.
- \$600/month paid on the 15th and last day of the month. Total possible pay for 12-month period: \$7500.
- \$300 bonus eligibility after six months, if deemed merited by Executive Board
- Fully Remote position
- Office hours are 9 am to 12 pm Monday thru Friday (Eastern Time). All official holidays and weekends will be observed.

***MI-RAMP is a 501(c)(3) nonprofit community support organization and an equal opportunity employer committed primarily to advance youth learning and development.*